



<b>Job Title</b>	<b>Street Repair Inspector</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>12817</b>

### Class Specification – Street Repair Inspector

#### Summary Statement:

The purpose of this position is to perform critical job duties related to various roadway, concrete, and drainage maintenance activities performed or contracted by the streets division. Assists in planning future roadway, concrete, and drainage programs. Responsible for inspections for all resurfacing on roadways, concrete, and drainage projects within the City right-of-way and to ensure compliance with applicable Federal, state, and local laws, codes, and specifications.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Oversees the proper use of materials placement and materials testing for compliance to specifications; oversees methods and techniques of concrete and asphalt overlay, repair, drainage, and maintenance; reviews and analyzes testing data and project plans; and tracks progress and details record keeping ensuring projects are in compliance with specifications.
30%	Communicates with the public regarding questions about maintenance projects, proper repair techniques, and inspects traffic control set up to ensure safety; initiates work orders for crew supervisors for maintenance and repair projects; and establishes and maintains effective working relationships.
25%	Attends planning and coordinating meetings; conducts field analysis of roadway surface conditions to establish Pavement Quality Index (PQI); performs data entry into the Cartegraph database; and uses GIS mapping to verify date.
10%	Determines future projects based on analyzing data to prioritize and establish program needs related to the program budget, and participates on panels to select contractors for contracted projects.
5%	Coordinates emergency responses to roadway, drainage, and winter snow removal issues.



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### **Competencies Required:**

**Human Collaboration Skills:** Decision regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading: Intermediate:** Ability to read papers, periodicals, journals, manuals, dictionaries, thesaurus, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self- study.

**Math: Intermediate:** Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/ proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self- study.

**Writing: Intermediate:** Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school and up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Skilled in a Technical Field:** Work required a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision- making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in street maintenance and repair or a related field.

**Experience:** Three years of full-time responsible experience in street maintenance, repairs, or inspection.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado CDL Class B	Within one year
Certifications required in accordance with standards established by departmental policy.	



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**Supervision Exercised:**

Job has no responsibility for the direct supervision of others.

**Supervision Received:**

Receives General Directions: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department.

**Physical Demands:**

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Telephone, fax, copier, calculator, laser transit, smart level, measuring wheel, distance measuring instrument, two-way radio, digital camera, GPS, asphalt/ concrete core driller, generator, and asphalt density gauges.

**Specialized Computer Equipment and Software:** Laptop computer, Cartegraph database, Microsoft Office, Projectview data viewer, and GIS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: August 2014